Virginia Department of Education
Division of Teacher Education and Licensure
P. O. Box 2120
Richmond, Virginia 23218-2120

APPLICATION FOR A VIRGINIA LICENSE

(Application for a teaching license, collegiate professional license, postgraduate professional license, pupil personnel services license, and division superintendent license.)

Thank you for your interest in licensure in Virginia. Please follow the instructions below, complete the application forms, attach required documentation, and return all completed information in a single packet to the address noted below. If you are employed in a Virginia educational agency, please submit your completed application packet directly to the appropriate individual in your school division or nonpublic school.

Please submit a complete packet. If an incomplete packet is submitted and a license cannot be issued, your application information will only be retained for one year, however, please note that a current signed and dated application must be submitted for a request to be processed. If a license has not been issued within a year, you will be required to resubmit a complete packet, including the fee.

CRITERIA FOR SUBMITTING AN APPLICATION FOR AN INITIAL VIRGINIA LICENSE

Please reference the *Licensure Regulations for School Personnel* on the Virginia Department of Education's Web site for all requirements for a license (http://law.lis.virginia.gov/admincode/title8/agency20/chapter22/).

You may submit an application for an **initial** Virginia license if you meet the criteria in at least one of the following:

- Have completed a state-approved teacher preparation program, to include student teaching. (If you have completed a Virginia approved program and are not employed by a Virginia school division or nonpublic school, you should request that your application be submitted by the college or university.)
- Have completed a graduate state-approved school counselor, school psychologist, or school social worker
 program or hold a current, valid license in another state with no deficiencies in one of these pupil personnel
 services areas.
- Hold a current, valid license from another state with no deficiencies with comparable endorsement(s) or teaching area(s).
- Are employed full-time as an educator under contract by a Virginia school division. (Please submit your application directly to the employing school division.)
- Have completed requirements for a teaching license and completed an approved program in administration and supervision or hold a current, valid out-of-state license in administration and supervision. An individual

who holds an active Virginia Postgraduate Professional license and who is seeking to add an administration and supervision endorsement does not need to submit an application for an initial license but rather should request an additional endorsement.

• Are seeking a division superintendent license. (Please review the specific procedures for submitting a division superintendent license application.)

TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL

The *Code of Virginia* requires that individuals meet the Technology Standards for Instructional Personnel approved by the Board of Education. Individuals who graduated from an approved teacher preparation program in Virginia since December 1998 have met the requirement as the Technology Standards were incorporated in the program. All other individuals will need to meet this requirement as outlined and verified by the employing Virginia educational agency.

PROCEDURES FOR APPLYING FOR AN INITIAL VIRGINIA LICENSE FOR TEACHERS, ADMINISTRATORS AND SUPERVISORS, AND PUPIL PERSONNEL SERVICES PERSONNEL

PLEASE NOTE: The initial Application for a Virginia License packet is not applicable if you ever have been issued a Virginia teaching license. However, if an individual is seeking reinstatement of a license that has been suspended or revoked, the individual should review the *Licensure Regulations for School Personnel* and contact the Division of Teacher Education and Licensure.

Refer to the "Procedures for Adding an Endorsement" if you are seeking an additional endorsement on your Virginia license. This information may be accessed on the Department of Education's Web site at http://www.doe.virginia.gov/teaching/licensure/adding_endorsements.pdf

Please follow the instructions below to apply for an initial license, complete the application forms, attach all required documentation, and return all completed information in a single packet to the Virginia Department of Education, Division of Teacher Education and Licensure.

Step 1: Application Form: Please respond to all questions. <u>SIGN AND DATE BOTH PAGES OF THE APPLICATION</u>. <u>The applicant is responsible for notifying the Division of Teacher Education and Licensure in writing of mailing address changes</u>. [The procedures for applying for a division superintendent license are listed in the next section.]

NOTICE: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants' social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation,

- suspension, denial, and reinstatement as noted above. <u>Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.</u> NOTICE: The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*.
- **Step 2: Nonrefundable Application Fee**: Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. The in-state fee is \$50, and the out-of-state fee is \$75. Note: The fee is determined by the address on your application. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.
- **Step 3: College Verification Form:** Include a copy of this form with your completed application packet. Send this form to the certification/licensure officer of the college or university where you completed a state-approved teacher preparation program. The student teaching/practicum/internship verification (Part III) must be completed for each student teaching/practicum/internship experience. (If you have completed a state-approved program at the undergraduate and graduate levels, please have both institutions complete a form.) If you hold an active, full, and renewable license without deficiencies from another state and are seeking only endorsement(s) on that license comparable to endorsements in Virginia, this form is not required.
- **Step 4: Report on Experience:** Include a copy of this form with your completed application packet. Request the completion of this form by the appropriate official(s) at a public school division or accredited nonpublic school if you have completed at least one year of full-time contractual teaching or other school professional experience in early childhood special education or pre-kindergarten through grade 12 at a public or accredited nonpublic school.
- **Step 5: Professional Teacher's Assessment Scores:** Please submit a copy of your scores for the licensure assessments required. Scores requested to be sent to the licensure office through the assessment company may not arrive in this office through the electronic transfer process; therefore, individuals need to submit copies of all scores to the licensure office. Please refer to the following Web site for testing information: http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf. Individuals who hold a valid out-of-state license (full credential without deficiencies) and who have completed a minimum of three years of full-time, successful teaching experience in a public or accredited nonpublic school (kindergarten through grade 12) in a state other than Virginia may be exempted from the professional teacher's assessment requirements.
- **Step 6: Official Student Transcripts:** Include official transcripts from all colleges and universities attended in your application packet. Contact the registrar's office of each college or university where you have earned a degree or completed coursework. **Request official student transcripts to be sent to you, and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar's signature and embossed seal) that have been issued to students **are** acceptable. Placement records sent from colleges, grade reports, and photocopies of transcripts will not be accepted or returned.
- **Step 7: Out-of-state License(s):** Submit a **photocopy** of each of your current out-of-state license(s).
- Step 8: Certification of Child Abuse and Neglect Recognition and Intervention Training: Include a copy of this certificate with your completed application. Effective July 1, 2004, the *Code of Virginia* requires that individuals seeking initial licensure or license renewal must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Board of Education. Individuals must complete the Child Abuse and Neglect Recognition and Intervention Training requirement prior to becoming licensed. A training module, available at no cost, is accessible at: http://www.dss.virginia.gov/abuse/mr.cgi.

- o Individuals must select the "Required Training/Courses" tab under the heading "Child Protective Services."
- o Then select the "Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators) (Web page)."

Be sure your computer is connected to a printer when completing this training so you can print the certificate of completion.

Step 9: Emergency First Aid, CPR, and AED Training or Certification: Include documentation verifying this requirement has been met with your application packet. The 2013 General Assembly amended the *Code of Virginia* to require that every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AEDs). The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board of Education provides a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. The Request for a Waiver Form is accessible at the following Web site: http://www.doe.virginia.gov/teaching/licensure/index.shtml.

The following must be included on official documentation submitted to the licensure office by an individual:

- Individual's full name (matching the name on licensure forms and the individual's license, if applicable).
- Title or description of training or certification completed that clearly indicates that all three components were included: 1) emergency first aid, 2) CPR, and 3) use of AEDs.
- Date the training or certification was completed.
- Signature and title of the individual providing the training or certification or a printed certificate from the organization or group that provided the training or certification. Legible copies of wallet-sized certification cards or other sized certifications, containing the above information.

For additional information on this requirement, please refer to the question and answer document accessible at the following Web site: http://www.doe.virginia.gov/administrators/superintendents memos/2013/156-13a.pdf.

Step 10: Applicable to Teachers Seeking an Initial License with Endorsement(s) in an Area of Career and Technical Education: Individuals applying for a license with a Career and Technical Education endorsement must include documentation verifying the industry credential requirement has been met with the application packet. The 2014 General Assembly amended the *Code of Virginia* to require that every teacher seeking initial licensure with an endorsement in the area of career and technical education shall have an industry certification credential in the area in which the teacher seeks endorsement. "Industry certification credential" means a career and technical education credential that is earned by successfully completing a Board of Education-approved industry certification examination, being issued a state professional license, or successfully completing an occupational competency examination. Please note that this requirement is in addition to all other licensure requirements for the endorsement you are seeking. For additional information on this requirement, please refer to the *Industry Credentials for Teachers Seeking an Initial Virginia License with Endorsement(s) in an Area of Career and Technical Education* guidance document accessible at the following Web site:

http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/cte_credentials/industry_cr_edentials_for_teachers_guidance_document.pdf. You also may access the guidance document by referring to www.doe.virginia.gov and selecting Superintendent's Memos under the "Quick Links" at the top, right-hand side of the page. Superintendent's Memo #150-14 was posted on June 6, 2014.

PROCEDURES FOR APPLYING FOR A DIVISION SUPERINTENDENT LICENSE

Step 1: Application Form: Please respond to all questions. <u>SIGN AND DATE BOTH PAGES OF THE APPLICATION</u>. <u>The applicant is responsible for notifying the Division of Teacher Education and Licensure in writing of mailing address changes.</u> [If you are applying for a teaching license and a superintendent license, please check both boxes on the application and review the procedures for both licenses. You may submit your credentials in one packet; however, fees for both licenses must be submitted.]

NOTICE: In accordance with § 63.2-1937 of the *Code of Virginia*, the Virginia Department of Education requires applicants for teacher licensure in Virginia to provide their social security numbers. Additionally, Virginia uses applicants' social security numbers to check the clearinghouse maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC) for license revocation, cancellation, suspension, denial, and reinstatement in other states. Virginia also reports information to the clearinghouse as needed. The Virginia Department of Education will not release your social security number except to the NASDTEC clearinghouse to report cases of license revocation, cancellation, suspension, denial, and reinstatement as noted above. Please note that if you do not provide your social security number, your application will not be processed and no Virginia teaching license will be issued.

NOTICE: The name and address of a person applying for or possessing a license may be disseminated pursuant to a request under Section 2.2-3802(5) of the *Code of Virginia*.

- **Step 2: Nonrefundable Application Fee:** Attach a certified check, cashier's check, money order, or personal check made payable to the *Treasurer of Virginia*. The in-state fee is \$100, and the out-of-state fee is \$150. Note: The fee is determined by the address on your application. A \$50 processing fee is assessed for a check returned for any reason. Returned checks are subject to collection action.
- **Step 3: Report on Experience**: Include a copy of this form with your completed application packet. Request the completion of this form by the appropriate official(s) at a public school division or accredited nonpublic school to verify at least five years of full-time experience in an accredited public and/or nonpublic school, two years of which must be teaching experience at the kindergarten through grade 12 and two years of which must be in administration/supervision.
- **Step 4: Official Student Transcripts:** Include official transcripts from all colleges and universities attended in your application packet. Contact the registrar's office of each college or university where you have earned degrees or completed coursework. **Request official student transcripts to be sent to you and submit the transcripts with your application packet.** Official student transcripts (bearing the registrar's signature and embossed seal) which have been issued to students **are** acceptable. Placement records sent from colleges, grade reports, and photocopies of transcripts will not be accepted or returned.
- **Step 5: Out-of-state License(s):** Submit a **photocopy** of your current out-of-state division superintendent license(s), if applicable.
- **Step 6: Certification of Child Abuse and Neglect Recognition and Intervention Training:** Include a copy of this certificate with your completed application. The *Code of Virginia* requires that individuals seeking

initial licensure and license renewal on and after July 1, 2004, must complete study in child abuse and neglect recognition and intervention in accordance with curriculum guidelines approved by the Board of Education. Individuals must complete the Child Abuse and Neglect Recognition and Intervention Training requirement **PRIOR TO BECOMING LICENSED.** A training module, available at no cost, is accessible at: http://www.dss.virginia.gov/abuse/mr.cgi.

- Individuals must select the "Required Training/Courses" tab under the heading "Child Protective Services."
- Then select the "Child Abuse and Neglect: Recognizing, Reporting, & Responding (for educators) (Web page)."

Be sure your computer is connected to a printer when completing this training so you can print the certificate of completion. Submit a copy of this certificate with your completed application.

Step 7: Emergency First Aid, CPR, and AED Training or Certification: Include documentation verifying this requirement has been met with your application packet. The 2013 General Assembly amended the *Code of Virginia* to require that every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AEDs). The certification or training program shall be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board of Education provides a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. The Request for a Waiver Form is accessible at the following Web site:

http://www.doe.virginia.gov/teaching/licensure/index.shtml.

The following must be included on official documentation submitted to the licensure office by an individual:

- Individual's full name (matching the name on licensure forms and the individual's license, if applicable).
- Title or description of training or certification completed that clearly indicates that all three components were included: 1) emergency first aid, 2) CPR, and 3) use of AEDs.
- Date the training or certification was completed.
- Signature and title of the individual providing the training or certification or a printed certificate from the organization or group that provided the training or certification. Legible copies of wallet-sized certification cards or other sized certifications, containing the above information.

DEPARTMENT OF EDUCATION ADDRESS

Return all completed information in a single packet to:

Virginia Department of Education
Division of Teacher Education and Licensure
P. O. Box 2120
Richmond, VA 23218-2120

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FOR OFFICE USE ONLY	

APPLICATION FOR A VIRGINIA LICENSE (Page 1 of 2)

Please Check:				
<u>License Requested</u> : Initial License (Fee: \$50-in-	state; \$75-out-of-state) Division Superin	tendent License (Fee: \$100-in-s	tate; \$150-out-of-	state)
Make checks payable to Treas	turer of Virginia. The fee is nonrefundable. The	re is a \$50 fee for a returned chec	c k.	
PART IINFORMATION	PLEASE PRINT OR TYPE			
Social Security Number		Date of Birth (Month/Day/	Year)	
<u>Last Name</u>	First Name	Middle Name	Suffix (Jr., Sr.,	III, etc.)
Address (Street, City, State, Zip Code) [Please note	that the address provided is public information	on.]*	,	
<u>Daytime Telephone Number</u> (include area code)	Home Telephone Number (include area coo	-	ourposes only)	
()	()	Male		Female
Race (optional - for statistical purposes only - check				
4. Hispanic5. White (not of Hispanic *THE APPLICANT MUST NOTIFY THE OFFICE O	•		c, two or more ra	
and address (of persons applying for a license) may be	·			<u>v. Name</u>
D. D. T.				
PART II	a of quilty on no contact to a follows?			
Have you ever been convicted of, or entered a ple (If yes, please attach a letter of explanation an		dgment and disposition of the		
case from the court of conviction.)			Yes	No
Have you ever been convicted of, or entered a ple				
(If yes, please attach a letter of explanation an case from the court of conviction.)	d a copy of the court documents indicating ju	dgment and disposition of the	Yes	No
Have you ever been convicted of, or entered a ple	a of quilty or no contest to a misdemeanor	· involving a child (minor)?	_	
(If yes, please attach a letter of explanation and			Yes	No
case from the court of conviction.)				
Have you ever been convicted of, or entered a ple				
(If yes, please attach a letter of explanation and case from the court of conviction.)	d a copy of the court documents indicating jud	dgment and disposition of the	Yes	No
Have you ever had a teaching, administrator, pu	nil nersonnel services, or other education-r	elated certificate or license		
revoked, suspended, invalidated, cancelled, or de			; or	
had any other adverse action taken against such		. 1	Yes	No
(If yes, please attach a statement giving full d				
Have you ever been the subject of a founded com (If yes, please attach a statement giving full do			Yes	No
Have you ever left any education- or school-relat				
investigation, inquiry, or review of alleged misco	nduct or when you had reason to believe ar	investigation of alleged		
misconduct was under way or imminent? (If yes, please attach a statement giving full do	etails and any official documentation available	e regarding the investigation	Yes	No
inquiry, or review.)	sums and any official documentation available	e regulating the investigation,		
To your knowledge, are you currently the subject				
warrant discipline or termination by a school div				No
teaching, administrator, pupil personnel services (If yes, please attach a statement giving full do			Yes	No
inquiry, or review.)	<u> </u>			
BY MY SIGNATURE, I CERTIFY THAT THE II	NFORMATION ON THIS FORM IS ACC	URATE AND COMPLETE	. I UNDERSTA	AND
THAT MISREPRESENTATION MAY RESULT				•
VIRGINIA LICENSE.				
Date	Applicant's Signature			
The application is continued on the following page	. Pages 1 and 2 must each include the app	licant's signature. A compl	ete application	must be

submitted.

Virginia Department of Education Division of Teacher Education and Licensure P. O. Box 2120 • Richmond, VA 23218-2120

APPLICATION FOR A VIRGINIA LICENSE (Page 2 of 2)

PART III--EDUCATION (Include colleges and universities where coursework was completed and degrees earned.)

Name of Institution	Location	Dates Attended	Degree (if earned) Major/Major Subjects
			ı	
RT IVEXPERIENCE (G	rades K-12 only-full-time, co	ntractual experience only.	Do not include substitute	, summer school, or aide experio
Name of School	Location	on Dates	of Employment ear to Month/Year)	Grade(s)/Subject(s) Taught
RT VOUT-OF-STATE E	CDUCATIONAL LICENSE -	This section must be compl	eted, if applicable. (Encl	ose a copy of each license.)
	EDUCATIONAL LICENSE – First issue date:	This section must be compl	eted, if applicable. (Encl Last expiratio	
ate:		This section must be compl		on date:
RT VOUT-OF-STATE E ate: ate: ate:	First issue date:	This section must be compl	Last expiratio	on date: on date:
ate: ate:	First issue date:	This section must be compl	Last expiratio	on date: on date:
ate: ate:	First issue date:		Last expiration Last expiration Last expiration	on date: on date: on date:
ate: ate: ate: RT VICOMPLETE IF YO	First issue date: First issue date: First issue date:		Last expiration Last expiration Last expiration EQUIRING A LICENSE	on date: on date: on date:
ate: ate:	First issue date: First issue date: First issue date:	OSITION IN VIRGINIA RI	Last expiration Last expiration Last expiration EQUIRING A LICENSE	on date: on date: on date:

Pages 1 and 2 must each include the applicant's signature. A complete application must be submitted.

VIRGINIA LICENSE.

Date ___

Applicant's Signature ____

Virginia Department of Education Division of Teacher Education and Licensure P. O. Box 2120 Richmond, VA 23218-2120

COLLEGE VERIFICATION FORM

The primary purpose of this form is to determine whether an applicant for licensure has completed a state-approved preparation program at the undergraduate or graduate level. In these cases, the form must be completed by the appropriate certification/licensure official of the college/university where the program has been completed. The completed form must be submitted to this office by the applicant along with other items required for licensure or to the Virginia school administrator with whom the applicant has accepted employment. [Note: Part IV is to be completed by Virginia colleges/universities only.]

PART I

Social Security Number:		Date of Birth:	(Month/Day/Year)
Last Name	First Name	Middle Name	Suffix (Jr., Sr., III)
Address (Street, City, State, Zip Code)	•	•	•
Name of Institution	Degree Earned		Date of Degree Conferral
and completed endor the following areas: <u>ENDORSEMENTS</u> :	rtify that the applicant sements (teaching areas	s, administration and su	d a state-approved preparation program upervision, or pupil personnel services) in
Course Title:			
A. High School grade (s):		(Do not incl	lude special education experience—use line C)
 C. Specific special education area(s)* an *Please specify the exact nature of th D. Special subject area(s) (e.g., Art, Mu 	e exceptional child (children)		
following requirements checked	ege or university represent below: cognition and intervention	<u>tative,</u> my signature below training and technology s	v certifies that the individual has met the standards for instructional personnel; and l external defibrillators.
	of age and must possess	good moral character.	ard of Education are the following condition By my signature, I certify on the basis of m
DATE: SIG	NATURE:		
NA	ME:		
TIT	LE:		

INSTITUTION:

Virginia Department of Education Division of Teacher Education and Licensure P. O. Box 2120 Richmond, VA 23218-2120

REPORT ON EXPERIENCE

DIRECTIONS: A report verifying experience must be completed by the appropriate public school division or accredited nonpublic school official if the applicant for initial licensure has had a total of at least one year of full-time, contractual teaching experience or held other professional positions in a public school or accredited nonpublic school. The completed form must be submitted to this office by the applicant along with all other items required for licensure or to the Virginia school administrator with whom the applicant has accepted employment.

Middle Name

First Name

Last Name

Social Security Number:	Number: or Virginia License #				
Address of Applicant (Street, City, State, Zip C	ode)				
lease report only full-time, contractuersonnel services. Experience as a si	1		ervision, or pupil		
NAME OF ACCREDITED SCHOOL	POSITION HELD	GRADE LEVEL OR SPECIFIC SUBJECT TAUGHT	LENGTH OF SERVICE (MONTH/YEAR TO MONTH/YEAR)		
Total number of years of f	ull-time teaching experience:				
Total number of years of f	ull-time experience in admini	stration and supervision	on:		
	ull-time experience in a pupil sychologist, social worker, sp		ea 		
By my signature, I verify that the a the public schools or <u>accredited</u> no			time, under contract in		
DATE:	SIGNATURE	:			
	NAME:				
	TITLE:				
	SCHOOL DI	IVISION/SCHOOL:			
	ADDRESS:				
	TELEPHON	E NUMBER:			